

ARIZONA HOUSE OF REPRESENTATIVES
Fifty-third Legislature – First Regular Session

HOUSE ADMINISTRATION COMMITTEE

Report of Interim Meeting
Friday, February 17, 2017
House Hearing Room 4 -- 9:00 a.m.

MINUTES RECEIVED
CHIEF CLERK'S OFFICE

2/17/17

Convened 9:00 a.m.
Recessed
Reconvened
Adjourned 9:51 a.m.

Members Present

Mrs. Blanc
Mrs. Fernandez
Mr. Lovas
Ms. Townsend
Mr. Shope, Chairman

Members Absent

Agenda


Original Agenda - 1

Presentations

<u>Name</u>	<u>Organization</u>	<u>Attachments(Handouts)</u>
Travis Swallow	House Accounting Office	2
Elizabeth Bartholomew	ADOA Liason	3

Committee Action

<u>Bill</u>	<u>Action</u>	<u>Vote</u>	<u>Attachments</u> (Summaries, Amendments, Roll Call)
Motion to move forward with construction projects		5-0-0-0	4
Committee Attendance			5


Amilyn Pierce, Deputy Chief Of Staff
February, 17, 2017

(Original attachments on file in the Office of the Chief Clerk; video archives available at <http://www.azleg.gov>)

REVISED - 02/16/17

REVISED - 02/16/17

REVISED - 02/16/17

Interim agendas can be obtained via the Internet at <http://www.azleg.gov/Interim-Committees>

ARIZONA STATE LEGISLATURE

Convened 9:00 AM
Adjourned 9:51 AM

INTERIM MEETING NOTICE OPEN TO THE PUBLIC

HOUSE ADMINISTRATION COMMITTEE

Date: Friday, February 17, 2017

Time: 09:00 A.M.

Place: HHR 4

AGENDA

1. Travel Policy
2. Basement Air Quality
3. Construction Projects

Members:

Representative Thomas R. Shope, Chair
Representative Isela Blanc
~~Representative Kelli Butler~~
Representative Charlene R. Fernandez
Representative Phil Lovas
Representative Kelly Townsend

2/16/17
JY

People with disabilities may request reasonable accommodations such as interpreters, alternative formats, or assistance with physical accessibility. If you require accommodations, please contact the Chief Clerk's Office at (602) 926-3032 or through Arizona Relay Service 7-1-1.

Attachment 1



Arizona House of Representatives

Travel Policy

1. Purpose. The purpose of the Travel Policy is to ensure that House Members and Staff accurately document, request, and receive reimbursement for reasonable and appropriate expenses incurred while traveling in furtherance of official House business.
2. Prior Authorization. Travel for which Members and Staff seek reimbursement must be approved in advance by the Speaker or the Speaker's designee. In extraordinary circumstances, the Speaker may approve untimely travel authorization requests at his discretion if the traveler submits a request for approval as soon as practicable, explaining why authorization could not be obtained in advance.
3. Travel Request Forms. Prior approval must be obtained using the Travel Request Form (TRF).
 - a. The TRF must contain all required information and must be submitted as soon as practicable before the travel date.
 - b. The TRF must identify the traveler and, where applicable, the person who actually filled out the form on the traveler's behalf.
 - c. The traveler must sign the TRF, certifying that he or she has reviewed the information on the TRF for accuracy.
4. Efficiency and Economy. To the extent reasonably possible under the circumstances, travelers should use the most beneficial and cost effective travel alternative. Travelers should select transportation alternatives based on the most reasonable and customary mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.
5. Reimbursement for Official House Business Only. Travel reimbursement is limited to expenses incurred in furtherance of official House business.
 - a. Official House business consists of activities relating to the duties or responsibilities of the Member's office or Staffer's position.
6. Automobile Travel. When seeking authorization to travel by automobile, the traveler must specify whether he or she will use a privately owned vehicle and seek mileage reimbursement, or use an Arizona Department of Administration Fleet Management vehicle.
 - a. The traveler should select the means of automobile travel that costs less, taking into account the daily fleet rental charge, the cost and estimated use of fuel, and the mileage reimbursement rate.
 - b. As a general rule, mileage reimbursement costs less for trips up to 80 miles while use of fleet vehicles costs less for trips over 80 miles, with fleet vehicles saving more money as the distance increases.

7. Combined Travel. When travel combines official House business with purposes for which reimbursement is not allowed, reimbursement is strictly limited to those expenses incurred in furtherance of official House business.
 - a. The traveler is personally responsible for accurately determining the portion of expenses incurred in furtherance of official House business.
 - i. The traveler must either document or be prepared to clearly explain and justify his or her calculation of official House business expenses.
8. Combined Travel By Automobile.
 - a. Travelers must use a privately owned vehicle for combined travel by automobile.
 - b. When doing combined travel by automobile, the traveler is personally responsible for accurately determining the portion or percentage of expenses incurred in furtherance of official House business, including the amount of reimbursable mileage.
 - i. The traveler must either document or be prepared to clearly explain and justify his or her determination of the percentage of travel undertaken in furtherance of official House business expenses.
 - ii. Upon completing combined travel, the traveler is responsible for ensuring that the Travel Claim Form (TCF) requests reimbursement only for the expenses or portion/percentage of expenses incurred in furtherance of official House business.
9. Travel Claim Form. Travelers must submit a TCF in order to receive reimbursement for travel expenses. Until further notice, Form GAO-503EZ (Rev. 1/2008) is the TCF.
 - a. The TCF must contain all required information and must be submitted as soon as practicable after travel is completed.
 - b. The traveler must sign the TCF, certifying that he or she has reviewed the information on the TCF for accuracy. When someone other than the traveler prepares the information on the form, the preparer's name must be printed in the upper right corner of the form in the Purposes/Instructions box.
10. Applicability of State of Arizona Travel Policy. Arizona Department of Administration regulations and policies are advisory only. Travelers should consult with the House Accounting Office if they have questions regarding travel authorization or reimbursement.
11. Eligibility for Travel Authorization. The Speaker will not authorize a TRF or TCF submitted by a staffer who has not completed the mandatory Travel Policy and Procedures Training.



Arizona House of Representatives

Travel Request Form

Traveler and Destination

Name _____ Tel. _____ EIN _____

Meeting/Event _____ City _____ State _____

/ / to / /

Date(s) of Travel _____ Purpose of Travel _____

Event Costs

Registration: \$ _____ Meals Per Diem: \$ _____

Hotel: \$ _____ Other (describe): \$ _____

Transportation Costs

Air: \$ _____ State Fleet Car: \$ _____ (daily rental + est. fuel charges)

Rental Car: \$ _____ Other (describe): \$ _____

Personal Car: \$ _____ (est. mileage x .445)

Are you receiving travel payment or reimbursement from any other source? Yes ☐ No ☐

If yes, explain: _____

Signature: _____ Date: _____

Traveler's signature certifies that the primary purpose of this travel is official House of Representatives business and that the traveler is personally responsible for payment of expenses not incurred in furtherance of official House of Representatives business.

Form Preparer (if not traveler): Name: _____ Tel: _____

Approval (staff travel)

Supervisor _____ Date _____

Chief of Staff _____ Date _____

Speaker Approval (Member travel only)

Speaker of the House _____ Date _____

Douglas A. Ducey
Governor



Craig C. Brown
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

RISK MANAGEMENT DIVISION
Loss Prevention Section
100 NORTH FIFTEENTH AVENUE • SUITE 301
PHOENIX, ARIZONA 85007
PHONE: (602) 542-2175 FAX: (602) 382-2329

February 16, 2017

John Hegarty, Facilities Manager
Arizona House of Representatives
1700 W. Washington Street, Suite H
Phoenix, Arizona 85007-2844

RE: Indoor Air Quality, Arizona House of Representatives, Basement, Democratic Staff Offices

Dear Mr. Hegarty:

State Risk Management (State Risk) conducted an Indoor Air Quality (IAQ) evaluation for the Arizona House of Representatives, located at 1700 W. Washington Street, Phoenix, AZ in the Democratic Staff Offices. This IAQ evaluation focused on the basement area and was conducted from 10:30 AM to 11:15 AM on February 10, 2017.

Executive Summary

The House of Representatives Chief of Staff and Facilities Manager contacted State Risk for assistance with an Indoor Air Quality (IAQ) evaluation of the Democratic Staff Offices where occupants have experienced headaches and light-headedness during their work day. The HVAC unit servicing this area was inspected by ADOA's General Services Division's HVAC team; the found the HVAC system to be operating as designed. The air filters have a MERV rating of 8 and are replaced quarterly, with the latest change-out occurring February 1, 2017. A visual inspection for active water leaks and mold growth in the building materials (detached cove base and associated wall system) located behind the basement ice machine resulted in negative findings. The women's restroom was also inspected during this evaluation; no visible mold growth or active water leaks were found. Note, the wall cavities behind the ice maker were not assessable during this evaluation, however, the results of the visual inspection, and the presence of a working floor drain, indicate a low probability that mold is present within the associated wall cavity.

All real-time measurements collected by State Risk on February 10, 2017 were within all Occupational Safety and Health Administration (OSHA), American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) and Environmental Protection Agency (EPA) guidelines for comfortable indoor office environments.

Real-Time Measurements

A variety of common airborne components were evaluated by State Risk's Industrial Hygienist using real-time monitors during this evaluation. The airborne components checked during this evaluation included carbon dioxide (CO₂), temperature (°F), relative humidity (RH%), carbon monoxide (CO), combustible gases/lower explosive level (% LEL), volatile organic compounds (VOCs), oxygen (O₂), and hydrogen sulfide (H₂S). The direct measurements for CO, CO₂, °F, RH%, LEL%, H₂S, O₂, and VOCs were collected with a factory calibrated TSI-CALC 7545 IAQ Monitor and a factory calibrated MultiRAE Lite PGM6208 Monitor. All monitor sensors passed a pre-survey and post-survey span calibration to ensure that they were in proper operation during the time of this evaluation.

A discussion of each component and its relativity to IAQ is provided below:

Carbon dioxide (CO₂) was measured to determine if an adequate amount of conditioned air was being supplied to the building occupants. For optimum building comfort, the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) recommends an indoor CO₂ level of less than or equal to 700 parts per million (ppm) above the outdoor CO₂ levels to avoid occupant complaints (ASHRAE 62.1-2013). On February 10, 2017, the CO₂ level outdoors averaged 410 ppm, so the indoor levels should not exceed 1,110 ppm. The indoor CO₂ counts averaged 807 ppm throughout the building and 846 ppm in the Democratic Staff Offices area. These CO₂ levels indicate the HVAC unit is providing an adequate amount of conditioned air to the occupied space to dilute indoor airborne irritants.

Carbon monoxide (CO): A concentration of interest is a level at which action should be taken to reduce unwanted levels of a substance inside of a building's space. The ASHRAE 'concentration of interest' for indoor levels of CO is 9 ppm for 8 hours (*ASHRAE Standard 62.1-2013*). An exposure limit is the highest level at which a human can be exposed to a substance over a given time (usually 8 hours). The American Conference of Governmental Industrial Hygienists (ACGIH) developed the most stringent exposure limit for CO at 25 ppm, over an 8-hour time weighted average (TWA). Levels of CO on February 10, 2017 remained at 0 ppm, or non-detect, in all areas (indoors and outdoors) during this survey.

Combustible gases and vapors: A combustible gas is measured by its Lower Explosive Limit (LEL) and Upper Explosive Limit (UEL). The LEL, measured in percent, is the minimum concentration of a gas or vapor that will support a self-propagating flame when mixed with air (or O₂) and ignited. When a space contains or produces measurable flammable gas or vapor above 10% LEL, flammable gases and/or vapors are being released or introduced into a space and could present a hazard. Most humans are capable of detecting petroleum and volatile organic compound odors at levels well below the point at which these compounds would be harmful to health. Combustible gases, or LEL%, remained at the safe level of 0%, or non-detect, during this indoor air quality evaluation.

Volatile Organic Compounds (VOCs): Common sources of VOCs within an occupied building include cleaning agents, fragrances, paint, furniture, and carpeting. Many indoor air quality complaints of eye, nose, and throat irritation are due to exposure to low non-hazardous concentrations of VOC mixtures. Concentrations of concern must be determined for each

individual compound. The VOC levels inside of the basement remained at 0 ppm during this evaluation.

Oxygen (O₂): The average concentration of O₂ and safe atmosphere breathing level is 20.9%. An O₂ concentration above 23.5% creates an explosive atmosphere, and an O₂ concentration below 19.5% creates an oxygen deficient (asphyxiant) atmosphere. O₂ levels remained at the 'safe' level of 20.9% in all the surveyed areas on February 10, 2017.

Hydrogen sulfide (H₂S): is a colorless, flammable gas that occurs naturally in crude petroleum, natural gas, and hot springs. Bacterial breakdown of organic materials, and human and animal wastes (sewage) also produce H₂S. H₂S is a chemical asphyxiant with effects on both oxygen utilization and the central nervous system. The NIOSH Recommended Exposure Limit (REL) for H₂S is 10 parts per million (ppm) as an 8-hour time weighted average (TWA). The OSHA Permissible Exposure Limit (PEL) for H₂S is 20 ppm as an 8-hour TWA, and the Short Term Exposure Limit (STEL) (10 minute) is 50 ppm. The immediately dangerous to life or health (IDLH) level is 100 ppm. H₂S levels were 0 ppm, or non-detect, in the Democratic Staff Offices located in the basement on February 10, 2017.

Relative Humidity (RH%): ASHRAE 62.1-2013 recommends that relative humidity levels be kept below 65% to reduce the likelihood of conditions that can lead to microbial growth. On February 10, 2017, the indoor relative humidity levels in the basement of the House of Representatives averaged 40%. The outdoor RH% was 37% at the time of this survey.

Temperature (°F): ASHRAE standard 55-2013 notes that thermal comfort should range between 67 to 82 °F, depending on the season, to satisfy 80% of the building occupants. The temperatures inside of the Democratic Staff Offices averaged 74 °F during this survey; the outdoor temperature was 75 °F.

Below is a table which includes the real-time readings that were collected during this survey:

Real-time Air Measurements

House of Representatives: February 10, 2017 from 10:30 AM to 11:15 AM

Location	Temp. (°F)	RH %	CO₂ (ppm)	CO (ppm)	VOCs (ppm)	H₂S (ppm)	LEL %	O₂ %
Outdoors (south courtyard)	75	37	0	410	0	0	0	20.9
First Level: Main Lobby	75	36	0	660	0	0	0	20.9
Basement: Accounting Office Location #01	75	39	0	730	0	0	0	20.9
Basement: Women's Restroom	73	39	0	720	0	0	0	20.9
Basement: Democratic Staff Offices, Location #002	75	40	0	820	0	0	0	20.9

Location	Temp. (°F)	RH %	CO ₂ (ppm)	CO (ppm)	VOCs (ppm)	H ₂ S (ppm)	LEL %	O ₂ %
Basement: Democratic Staff Offices, Location #009	75	40	0	837	0	0	0	20.9
Basement: Democratic Staff Offices, Location #005	74	40	0	800	0	0	0	20.9
Basement: Democratic Staff Offices, Location #007	73	42	0	830	0	0	0	20.9
Basement: Democratic Staff Offices, East Corridor	73	43	0	840	0	0	0	20.9
Basement: Democratic Staff Offices, Location #008	74	43	0	900	0	0	0	20.9
Basement: Democratic Staff Offices, Location #003	75	44	0	875	0	0	0	20.9
Basement: Democratic Intern Area, Location #010	75	41	0	870	0	0	0	20.9

Conclusion

The real-time air measurements collected on February 10, 2017 indicates that the HVAC unit is providing the occupants with an adequate amount of fresh conditioned air. The HVAC filters were replaced 10 days prior to this survey and are replaced on a quarterly basis.

Recommendation

Consider reattaching the cove base located behind the basement icemaker located across from the #01 "Accounting" office. The person conducting this maintenance activity should have completed their OSHA required 2-hour annual asbestos training. If you have any questions regarding the results of this evaluation, feel free to contact me at 602-542-2173.

Sincerely,



Dee Huddleston, CIH

cc: Cynthia Aragon, AZ House of Representatives, Democratic Chief of Staff
Kent Bostic, ADOA, General Services Division, HVAC Manager, FMP
Rick Baker, ADOA, Risk Management, Loss Prevention Supervisor
Doug Brown, ADOA, Risk Management, Loss Prevention Manager

ARIZONA STATE LEGISLATURE
Fifty-third Legislature - First Regular Session

INTERIM COMMITTEE ROLL CALL VOTE

COMMITTEE: HOUSE ADMINISTRATION COMMITTEE

DATE: 2/17/17

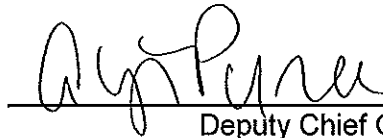
MOTION: TO MOVE FORWARD WITH CONSTRUCTION PROJECTS

CHAIRMAN Mr. Shope

VICE-CHAIRMAN _____

	PASS	AYE	NAY	PRESENT	ABSENT
Isela Blanc	✓				
Charlene R. Fernandez	✓				
Phil Lovas	✓				
Kelly Townsend	✓				
Chairman, Mr. Shope	✓				

APPROVED:



Deputy Chief OF Staff


COMMITTEE CHAIRMAN

Attachment 4

ARIZONA STATE LEGISLATURE

Fifty-third Legislature - First Regular Session

COMMITTEE ATTENDANCE RECORD

COMMITTEE ON House Administration Committee

CHAIRMAN: Mr. Shope VICE-CHAIRMAN: _____

DATE	2/17 /17	/17
CONVENED	9:00 A.m	m
RECESSED		
RECONVENED		
ADJOURNED	9:51 a.m.	
MEMBERS		
Mrs. Blanc	✓	
Mrs. Fernandez	✓	
Mr. Lovas	✓	
Ms. Townsend	✓	
Mr. Shope, Chairman	✓	

✓

Present

Absent

exc Excused